



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 4151  
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## Certificated Personnel

### Salary Guides

#### Provisions Governing Certificated Salary Schedule

##### 1. Purpose and Scope

To establish guidelines and procedures for placement of employees on the Teachers' Salary Schedule.

##### 2. Regulation

###### A. Initial Placement on Salary Schedule

- (1) Certificated personnel are employed in one of five categories:
  - (a) Class I on salary schedule - those with bachelor's degree.
  - (b) Class II on salary schedule - those with bachelor's degree plus 15 units.
  - (c) Class III on salary schedule - those with bachelor's degree plus 30 units.
  - (d) Class IV - those with bachelor's degree plus 45 units or master's degree.
  - (e) Class V - those with bachelor's degree plus 60 units including master's degree.
    1. After July 1, 1958, any units as described in section B 1. may be applied as earned to this advancement to Class II, Class III, Class IV, or Class V on the salary schedule.
    2. There is no time limit on advanced degrees; these will be accepted at face value regardless of when earned.

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Provisions Governing Certificated Salary Schedule (continued)

- (2) Each certificated employee, in addition to being placed on schedule in one of the five classes provided, will also be placed on a step in the appropriate column. This step is determined as follows:
  - (a) Credit to a maximum of seven (7) years will be allowed for each previous year of teaching in an accredited school, regardless of level. A year is defined as three-fourths or more of the legal teaching year in the district where performed.
  - (b) Should a hardship become evident in filling Speech and Language teaching positions, the District may recognize a maximum of ten (10) years of previous experience and be placed on salary step 11 in accordance with the conditions listed in Appendix A.10 of the teachers' bargaining agreement.
- (3) Unless otherwise stated in the contract, services of all certificated personnel shall be for a ten-month period, with salary paid on either a ten- or twelve-month basis.
- (4) Examples of placement based on above:
  - (a) Teacher with nine (9) years' previous experience with master's degree - begins on the eighth step, having credit for the maximum seven (7) years' previous experience; he/she would be in Class IV.
  - (b) Teacher with three (3) years' experience, bachelor's degree - begins on fourth step, Class I, Class II, Class III, or Class IV.

B. Advancement on Salary Schedule

- (1) Horizontal advancement - Class I to Class II, etc.  
These units may be earned in the following way:
  - (a) College credits - lower or upper division or graduate study in a college approved by one of the accrediting associations in any of the following:
    1. Major field;

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2. Minor field;
  3. Present teaching field or teaching assignment for the coming semester.
- (b) Requests for exceptions from this provision may be submitted to the District Professional Improvement Committee for consideration and recommendation to the Superintendent, or his/her designee, for his/her approval.
1. A credit or unit is defined as one semester's hour of work; quarter units will be accepted on the usual proportional basis 3:2.
  2. Creditable units for salary schedule purposes will be limited to courses in which a grade of "C" or better is earned under a traditional college grading scale, or a grade of "pass" (P) in a pass/fail grading system.
  3. No credit will be allowed for courses which repeat material the teacher has already taken. When a record of credit earned is filed with the Certificated Personnel Office, a statement that the work is new will be required. If any course is to be repeated, it will be necessary to secure prior approval from the Professional Improvement Committee.
- (c) Certification for advancement - please note restrictions for advancement on salary schedule for those with special credentials as explained on the Teacher's Salary Schedule. Teachers with special credentials only may not proceed beyond step 6 of any class. Exception: Teachers employed before July 1, 1958, the date of this restriction.
- (2) Effective with the 2003-04 school year, there is no limit to the number of creditable units earned during a school year toward salary advancement. Prior to the 2003-04 school year, the number of creditable units for salary schedule purposes was limited to six (6) semester units from all sources earned during a semester--twelve (12) for the school year.

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Provisions Governing Certificated Salary Schedule (continued)

C. Deadline for Verification

- (1) Teachers who expect to change from one class to the next for horizontal advancement must submit verification of all credits earned with the Certificated Personnel Office by September 1 of the year in which any change in status of the applicant is to take place. If college credits are offered, an official transcript or grade card must be presented.
- (2) If the employee has completed course work prior to September 1 but is unable to provide official verification until after the September 1 deadline but no later than June 1 of the school year in which any change in status of the applicant is to take place, horizontal advancement will be granted retroactive to September for the current school year.
- (3) Effective with the 2005-06 school year, if the employee has completed course work after September 1 but prior to the end of the fall semester, horizontal advancement will be granted effective with the spring semester for the current school year.

D. Professional Improvement Committee

- (1) Duties of the committee:
  - (a) To consider teacher requests for acceptance of course work for salary advancement purposes and notify applicants of its decisions.
  - (b) To consider sabbatical leave applications and submit its recommendations to the Superintendent.
- (2) Composition of the Committee:
  - (a) Members--The committee shall consist of:
    1. Four (4) representatives of the instructional staff selected by the Association. Such teachers shall be tenured teachers with no more than one (1) from any school and no more than one (1) from any given subject area.

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2. One (1) principal, or one (1) assistant principal with curriculum responsibility.
3. Instructional Division administrator.
4. Certificated Personnel administrator (chairperson).

Supplementary Salary Schedule - Instructional Staff and Support Personnel

1. Purpose and Scope

To establish the salary schedule for various positions related to the Teachers' Salary Schedule and additional positions compensated on an hourly or per teaching period basis.

2. Regulation

A. Adult School

Adult School instructors shall be paid an hourly rate of pay established in Article III of the Adult Education/Hourly Teacher Bargaining Contract.

B. Athletic Coach

Athletic coaches shall be expected to carry a full 5-period teaching load, coaching to be an extra responsibility with compensation according to the Extra Assignment Schedule in the teachers' bargaining contract.

C. Department Coordinator

Each school shall be allocated no more than 11 department coordinators. The principal shall determine which departments are to be included in this allocation. Refer to Appendix C of the teachers' bargaining contract for the compensation table for department coordinators.

D. Home Teacher

Home Teachers shall be paid an hourly rate of pay established in Article III of the Adult Education/Hourly Teacher Bargaining Contract.

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Supplementary Salary Schedule - Instructional Staff and Support Personnel (continued)

E. Lead Teacher

- (1) Valley Vista High School (continuation education) will receive 28 optional units as defined in the Extra Assignment Schedule for departmental assistance and for various extra assignments involving student activities, and the principal shall determine the distribution of such pay.
- (2) Coast High School will receive 16 optional units as defined in the Extra Assignment Schedule for departmental assistance and for various extra assignments involving student activities, and the principal shall determine the distribution of such pay.
- (3) The Special Abilities Cluster will receive 15 optional units as defined in the Extra Assignment Schedule of the teachers' bargaining contract for various extra assignments involving student activities. In addition, the Special Abilities Cluster will use the basic department coordinator formula as defined in the teachers' bargaining contract, and the principal shall determine the distribution of such pay for special education coordinators/assistant coordinators.

F. Nurse

Certificated public school nurses with training and experience equivalent to that required of teachers shall be placed on the Teachers' Salary Schedule with reference to their individual training and experience.

G. Substitute Teacher, Nurse, Media Specialist

- (1) Short Term: The period rate of pay for substitute teachers shall be \$21.00 which results in a normal daily rate of \$105.00 (5 teaching periods) or daily rate of \$147 (for nurse, media specialist based on a 7-hour day).
- (2) Long Term (10 consecutive days): The period rate for pay for substitute teachers on long-term assignments shall be \$23.00 which results in a normal daily rate of \$115.00 (5 teaching periods) or \$161 (for nurse, media specialist based on a 7-hour day). In order to qualify as a long-term substitute, the substitute employee must have been substituting in the same assignment consecutively for 10 school days. The long-term rate of pay shall be retroactive to the first day of said assignment.
- (3) Long Term (31 consecutive days): The period rate for pay for substitute teachers on long-term assignments shall be \$25.00 which results in a

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Supplementary Salary Schedule - Instructional Staff and Support Personnel (continued)

normal daily rate of \$125.00 (5 teaching periods) or \$75.00 (for nurse, media specialist based on a 7-hour day). In order to qualify as a long-term substitute, the substitute employee must have been substituting in the same assignment consecutively for 31 school days. The long-term rate of pay shall be retroactive to the first day of said assignment.

H. Substitute Psychologist, Student Support-School Psychologist, Counselor, Program Specialist

- (1) Short Term: The hourly rate of pay for substitute employees shall be \$21.00 which results in a normal daily rate of \$147 (7 hours per day).
- (2) Long Term (10 consecutive days): The hourly rate for pay for substitute employees on long-term assignments shall be \$23.00 which results in a normal daily rate of \$161 (7 hours per day). In order to qualify as a long-term substitute, the substitute employee must have been substituting in the same assignment consecutively for 10 school days. The long-term rate of pay shall be retroactive to the first day of said assignment.
- (3) Long Term (31 consecutive days): The period rate for pay for substitute teachers on long-term assignments shall be \$25.00 which results in a normal daily rate of \$175.00 (7 hours per day). In order to qualify as a long-term substitute, the substitute employee must have been substituting in the same assignment consecutively for 31 school days. The long-term rate of pay shall be retroactive to the first day of said assignment.

Legal Reference:

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